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Welcome to Calhoun Community College and thank you so much for agreeing to teach for us this year. My name is Jennie Walts, the Director of Faculty Development. We appreciate you and everything you provide to our students. Part-time faculty are unique in that they bring real-life experience and knowledge to the classroom. This helps our students connect what they are learning here to what will be expected in the workforce.

I have created this Quick Start Guide specifically for you to help navigate processes at Calhoun to make your job easier. Please be sure to review the information related to Banner for attendance and grade submission. This guide is also available in Blackboard in our Faculty Development Community. Please be sure to check the Faculty Development Community in Blackboard where there will be frequent updates and additional information related to professional development opportunities, best practices, and other instructional resources that will be helpful to you in your employment at Calhoun.

My door is always open to you. If you have comments, suggestions, or want to “chat”, just let me know. My office is located in the Noble Russell building on the Decatur Campus in Room 155 and my extension is 2616.

I look forwarding to seeing you around campus.
Adjunct Instructor’s Checklist

Pre-Semester Duties

- Your Division/Site Secretary can provide you with your Calhoun ID for MyCalhoun and your Calhoun e-mail address. As a reminder, Calhoun e-mail is our official means of communication with you. Please be sure to check your Calhoun e-mail daily.

- If you have not already done so, please complete the onboarding process through Neogov. This information would have been sent to you via e-mail from Neogov. To complete I9 requirements, stop by the Human Resource office on the Decatur Campus, or the Administrative Office on the Huntsville Campus with original documentation providing proof of eligibility to work in the United States and your ethics training certificate.

If you are a distance learning instructor who is not based in the Huntsville area, you are not required to visit a Calhoun Campus to present personal identification for I9 purposes. In advance of your first day, please contact the Human Resources Office at 256-306-2591 for instructions regarding utilizing the services of a reciprocal institution for I9 processing.

- Have your Calhoun photo ID made on the first floor of the Chastain Student Center on the Decatur campus or the main office at the Huntsville Campus. You should wear this ID when on campus. Call the Student Affairs Office at 306-2870, or check our website, for hours of operation.

- Register with CCCAlert so you can receive notifications about school closings, delays, etc. at http://www.calhoun.edu/student-life/emergency-procedures/ccc-alert

- Get parking decal from the Information Window in the Student Center on the Decatur Campus or the Main Office at the Huntsville Campus.

- Prepare syllabus for distribution on the first day of classes. Submit an electronic (preferred) or hard copy to your Department Chair and Division/Site Secretary BEFORE classes begin. A general course outline/syllabi and text(s) are available from the Dean or Department Chair.

- Meet with your department chair, or other faculty member, to discuss Blackboard requirements (posting syllabus and using the Gradebook at a minimum), textbook, and online homework requirements (if any).

- Get copy machine code and information from your Division Secretary on the Decatur Campus, or the Faculty Secretary on the Huntsville Campus. If you are teaching on the Huntsville Campus, you will need the adjunct office code. This can be obtained from the Faculty Secretary on the Huntsville Campus.
1st Day Duties

☐ Take attendance during the first week of class. This is a requirement, especially for student financial aid. If you plan to utilize the Course Attendance Policy to have the ability to withdraw students if they do not meet course attendance requirements, then you must track attendance each class meeting in a manner of your choosing.

☐ Distribute and go over syllabus with students. Please check with your department chair or other faculty in your area for other items that should be covered during the first class.

Other Duties

☐ Check the mailbox in your department every day. Please respond promptly to student requests.

☐ Sign and return Letter of Appointment (teaching contract.) (Should be located in mailbox 3rd or 4th week of classes.)

☐ Meet the deadline for recording in MyCalhoun the first week’s attendance and the submission of grades. Also submit, as directed, dual enrollment grades, if applicable. These dates will be posted on our website as well as in the Faculty Development Community. If you are unsure about the process for submitting attendance or grades, please speak to your division secretary, department chair, or visit the Faculty Development Community – Adjunct Resources for instructions.

☐ Final Exams should be given on the date listed in the Final Exam Schedule. Any deviation from this schedule should be discussed with your Department Chair prior to making any changes. The final exam schedule and other important dates can be found on our website under QuickLinks – Class Schedules.

☐ Read the following Faculty Attendance Policy:

Attendance is very important. When students fail to attend class, their individual learning is impacted. However, when faculty members miss a class, the entire class misses an opportunity to learn. Any absences can have a negative impact on student success. Emergencies, illnesses, or extenuating circumstances may occasionally prevent a faculty member from teaching class.

If you have advance notice on when you will need to miss class, please talk with your department chair first so that a substitute can be arranged to ensure that there is no disruption for students.

If you must cancel a class at the last minute due to unforeseen circumstances, please follow the procedure below:
1. Notify your Department Chair, the Evening Director (if teaching at night), the Faculty Secretary (if teaching in Huntsville), or the appropriate Dean. **It is very important that you speak with someone. Do not leave a voice mail.**

2. If possible, provide an assignment for someone to pass on to the students. This helps reduce the amount of class time that is lost.

3. If you are teaching a course that has a Blackboard shell, please post a “cancelled class” message.

The college will make every attempt to accommodate emergencies and illnesses. If you are going to miss several class meetings, please find an approved substitute to teach the class. The substitute must be on the college’s approved teaching list. If you are not able to find one, the Department Chair can assist you. A faculty member who misses classes will meet with the Dean and/or Department Chair to discuss absences and to formulate a plan which addresses how any missed material will be made-up. Thank you.

~~~
Human Resources and Payroll Information

If you are a new employee or have not taught at Calhoun within the last year, you will need to complete the onboarding process through Neogov. This information would have been sent to you via e-mail from Neogov. To complete I-9 requirements, stop by the Human Resource office on the Decatur Campus, or the Administrative Office on the Huntsville Campus with original documentation providing proof of eligibility to work in the United States and your ethics training certificate.

Please notify the Administrative or Human Resources Office immediately of any changes in your name, address, or phone number.

All employees receive their pay through direct deposit. Your direct deposit notification can be viewed through MyCalhoun, and it will be emailed to your Calhoun e-mail address. The passcode to open the e-mail notification is the last four digits of your “C” number. Pay dates typically the last working day of each month.

Note: You will not receive a payment in August (fall semester), January (spring semester), or May (summer semester).
Review and Acknowledge Compensation in Self-Service Banner

Access MyCalhoun from the Calhoun Community College Website.

Enter your “C” number and password, press “Enter”.

![MyCalhoun Login Screen]

Your MyCalhoun C# (ex: c012345678)

Initial password is date of birth (mmddyy)
Click on Banner Self-Service under the QuickLaunch menu.

Click on the Employee Tab.

Click on Faculty Load and Compensation
Click on Compensation and Acknowledgement.

This is the area where you will view the classes assigned and the compensation for each class.

To view and acknowledge, select the term from the pull-down list and press “Go”.

Review your compensation information for each assigned class. Select the **Faculty Acknowledgement** check box for each assigned class.
Terms and Conditions

The terms and conditions of your appointment are available by clicking on “Contract Note”. There is a link to a document outlining the terms and conditions.

Once you click on “Contract Note”, the following window will appear:
Copy and paste this link in your browser window to view the Terms and Conditions document.

The Terms and Conditions of your appointment are also available [here](https://app.perfectforms.com/player.htm?f=7EPlAgMG).

Click **Compensation and Acknowledgement** at the bottom of the page to return back to the Compensation and Acknowledgement page.

**Download Compensation Data**

To download the compensation information displayed on the acknowledgement page:

Click Download Compensation Data, the file will be displayed in the window as a .csv file.
# Fall 2018

## Important Dates

### Session Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Session</td>
<td>August 20 – December 13, 2018</td>
</tr>
<tr>
<td>First Mini-Session</td>
<td>August 20 – October 11, 2018</td>
</tr>
<tr>
<td>Second Mini-Session</td>
<td>October 15 – December 10, 2018</td>
</tr>
<tr>
<td>Delayed Start Session</td>
<td>September 4 – December 13, 2018</td>
</tr>
<tr>
<td>Weekend First Mini-Session</td>
<td>August 25 – October 13, 2018</td>
</tr>
<tr>
<td>Weekend Second Mini-Session</td>
<td>October 20 – December 8, 2018</td>
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### Attendance Deadlines

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<tr>
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<tr>
<td>First Mini-Session</td>
<td>August 28, 2018</td>
</tr>
<tr>
<td>Second Mini-Session</td>
<td>October 23, 2018</td>
</tr>
<tr>
<td>Delayed Start Session</td>
<td>September 6, 2018</td>
</tr>
<tr>
<td>Weekend First Mini-Session</td>
<td>August 28, 2018</td>
</tr>
<tr>
<td>Weekend Second Mini-Session</td>
<td>October 23, 2018</td>
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### Withdrawal Dates

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Full Session</td>
<td>August 22 – November 14, 2018</td>
</tr>
<tr>
<td>First Mini-Session</td>
<td>August 22 – October 1, 2018</td>
</tr>
<tr>
<td>Second Mini-Session</td>
<td>October 17 – November 26, 2018</td>
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<tr>
<td>Delayed Start Session</td>
<td>September 6 – November 19, 2018</td>
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<tr>
<td>Weekend First Mini-Session</td>
<td>August 26 – October 1, 2018</td>
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<tr>
<td>Weekend Second Mini-Session</td>
<td>October 21 – November 26, 2018</td>
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### Grades Due

Grades Due (no later than 12 Noon on the date listed)

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Full Session</td>
<td>December 14, 2018 (Due at 11 a.m.)</td>
</tr>
<tr>
<td>First Mini-Session</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td>Second Mini-Session</td>
<td>December 12, 2018</td>
</tr>
<tr>
<td>Delayed Start Session</td>
<td>December 14, 2018 (Due at 11 a.m.)</td>
</tr>
<tr>
<td>Weekend First Mini-Session</td>
<td>October 16, 2018</td>
</tr>
<tr>
<td>Weekend Second Mini-Session</td>
<td>December 11, 2018</td>
</tr>
</tbody>
</table>

### Final Exam Schedule

Final Exam Schedule can be found at [here](#).

### Days with No Classes or Holidays

- Labor Day: Monday, September 4, 2018
- Veteran’s Day: Friday, November 10, 2018
- Thanksgiving Holiday: Thursday & Friday, November 23 - 24, 2018
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Joe Burke</td>
<td>Interim President</td>
<td>MSA Third Floor – Decatur</td>
<td>306-2555</td>
</tr>
<tr>
<td>Jenny Sewell</td>
<td>Dir. of Accounting/Acting CFO</td>
<td>MSA Third Floor – Decatur</td>
<td>306-2542</td>
</tr>
<tr>
<td>Janet Martin</td>
<td>Assistant to the President</td>
<td>MSA Third Floor – Decatur</td>
<td>306-2561</td>
</tr>
<tr>
<td>Debi Hendershot</td>
<td>Dean for Planning, Research &amp; Grants</td>
<td>MSA Third Floor – Decatur</td>
<td>306-2680</td>
</tr>
<tr>
<td>Alan Stephenson</td>
<td>Academic Vice President</td>
<td>MSA Third Floor – Decatur</td>
<td>306-2619</td>
</tr>
<tr>
<td>Johnette Davis</td>
<td>Institutional Advancement</td>
<td>MSA Third Floor – Decatur</td>
<td>890-4703</td>
</tr>
<tr>
<td>Donna Estill</td>
<td>Dean of Humanities, Social Sciences &amp; Fine Arts</td>
<td></td>
<td>306-2756</td>
</tr>
<tr>
<td>Brianna Dye</td>
<td>Secretary – Humanities</td>
<td></td>
<td>306-2713</td>
</tr>
<tr>
<td>Laquinn Richey</td>
<td>Secretary – Social Sciences</td>
<td></td>
<td>306-2751</td>
</tr>
<tr>
<td>Vacant</td>
<td>Secretary – Fine Arts</td>
<td></td>
<td>306-2699</td>
</tr>
<tr>
<td>Jim Payne</td>
<td>Dean of BUS/CIS</td>
<td></td>
<td>306-2684</td>
</tr>
<tr>
<td>Shannon McCaghren</td>
<td>Secretary – Business/CIS</td>
<td></td>
<td>306-2676</td>
</tr>
<tr>
<td>John Holley</td>
<td>Associate Dean of Technologies</td>
<td></td>
<td>306-2865</td>
</tr>
<tr>
<td>Roberta Sommerville</td>
<td>Secretary – Technologies</td>
<td></td>
<td>306-2666</td>
</tr>
<tr>
<td>Rodney Alford</td>
<td>interim Dean of Math and Natural Science</td>
<td></td>
<td>890-4733</td>
</tr>
<tr>
<td>Janet Burch</td>
<td>Secretary – Math</td>
<td></td>
<td>306-2739</td>
</tr>
<tr>
<td>Tiffany Hutchinson</td>
<td>Secretary – Natural Science</td>
<td></td>
<td>306-2842</td>
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<tr>
<td>Bret McGill</td>
<td>Dean of Health Sciences</td>
<td></td>
<td>306-2861</td>
</tr>
<tr>
<td>Natalie Couch</td>
<td>Secretary – Health Sciences</td>
<td></td>
<td>306-2804</td>
</tr>
<tr>
<td>Mark Branon</td>
<td>Huntsville Campus Site Director Huntsville 101A</td>
<td></td>
<td>713-4872</td>
</tr>
<tr>
<td>Pat Wilson</td>
<td>VP of Student Services, Admission &amp; Advising</td>
<td></td>
<td>306-2613</td>
</tr>
<tr>
<td>Jennie Walts</td>
<td>Director - Faculty Development Noble Russell 155 - Decatur</td>
<td></td>
<td>306-2616</td>
</tr>
<tr>
<td>Gwen Baker</td>
<td>Dual Enrollment Coordinator</td>
<td>MSA Third Floor – Decatur</td>
<td>306-2665</td>
</tr>
<tr>
<td>Chuck Brasher, Sr.</td>
<td>Assistant to Hsv. Site Director Huntsville 101D</td>
<td></td>
<td>890-4704</td>
</tr>
<tr>
<td>Valerie Barnes</td>
<td>Weekend Director</td>
<td>Huntsville 1214</td>
<td>713-4804</td>
</tr>
</tbody>
</table>

**Department Chairs**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arthur Morris</td>
<td>Huntsville Mathematics</td>
<td>306-2741</td>
</tr>
<tr>
<td>Chuck Holbrook</td>
<td>Developmental Math</td>
<td>306-2737</td>
</tr>
<tr>
<td>Cynthia Buchheit</td>
<td>Computer Science (Huntsville &amp; Decatur)</td>
<td>306-2675</td>
</tr>
<tr>
<td>Ernest Williams</td>
<td>Decatur Mathematics</td>
<td>306-2742</td>
</tr>
<tr>
<td>Zeb Ferguson</td>
<td>Technologies</td>
<td>260-4310</td>
</tr>
<tr>
<td>Tiffany Bain</td>
<td>Allied Health</td>
<td>260-2439</td>
</tr>
<tr>
<td>Suzanne Turner</td>
<td>Huntsville English, Speech, and Foreign Language</td>
<td>890-4740</td>
</tr>
<tr>
<td>Glenda Mitchell</td>
<td>Huntsville Social Science</td>
<td>890-4797</td>
</tr>
<tr>
<td>David Ansardi</td>
<td>Decatur Natural Science</td>
<td>306-2845</td>
</tr>
<tr>
<td>Ray Bell</td>
<td>Decatur English, Speech, and Foreign Language</td>
<td>306-2714</td>
</tr>
<tr>
<td>Susan Locascio</td>
<td>Decatur Social Science</td>
<td>306-2757</td>
</tr>
<tr>
<td>Thalia Love</td>
<td>Development English/Reading</td>
<td>306-2849</td>
</tr>
<tr>
<td>Derek Berry</td>
<td>Business (Huntsville &amp; Decatur)</td>
<td>260-2443</td>
</tr>
<tr>
<td>Bubba Godsey</td>
<td>Decatur Fine Arts</td>
<td>306-2701</td>
</tr>
<tr>
<td>Steven Threlkeld</td>
<td>Huntsville Natural Science</td>
<td>306-4784</td>
</tr>
<tr>
<td>Lynn Hogan</td>
<td>Nursing</td>
<td>306-2800</td>
</tr>
<tr>
<td>Name</td>
<td>Department</td>
<td>Phone Number</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Chris Alexander</td>
<td>Digital Media &amp; Distance Education Manager</td>
<td>306-2875</td>
</tr>
<tr>
<td>Tanja Mitchell</td>
<td>Huntsville Faculty Secretary</td>
<td>890-4710</td>
</tr>
<tr>
<td>Kim Gaines</td>
<td>Coordinator of Human Resources</td>
<td>306-2592</td>
</tr>
<tr>
<td>Ina Smith</td>
<td>ADA - Special Populations</td>
<td>306-2635</td>
</tr>
<tr>
<td>Robin Self</td>
<td>Administrative Assistant to VP</td>
<td>306-2535</td>
</tr>
<tr>
<td>Cederic Arrington</td>
<td>Director of Admissions/Records &amp; Registrar</td>
<td>306-2598</td>
</tr>
<tr>
<td>Alanna Thompson</td>
<td>Assistant Director of Admissions/Records - Decatur</td>
<td>306-2601</td>
</tr>
<tr>
<td>Jeanean Duncan</td>
<td>Admissions Office Supervisor – Huntsville</td>
<td>890-4739</td>
</tr>
<tr>
<td>Jamie McNally</td>
<td>Director of Advising, Recruitment &amp; Retention</td>
<td>306-2441</td>
</tr>
<tr>
<td>Jannett Spencer</td>
<td>Director of Financial Aid</td>
<td>306-2743</td>
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<tr>
<td>Trina Smith</td>
<td>Assistant Director of Financial Aid</td>
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<tr>
<td>Information Technology Help Desk</td>
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<tr>
<td>Testing Center – Decatur</td>
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<td>306-2522</td>
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<tr>
<td>Testing Center – Huntsville</td>
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</tr>
</tbody>
</table>
To log into the Calhoun Portal

To log into the portal, go to the Calhoun website and select MyCalhoun icon on the top of the screen.

On the MyCalhoun homepage, log in using your “C” number, then enter your password. The initial password will be your six-digit date of birth (MMDDYY).

If this is the first time you have logged in to MyCalhoun, you will be prompted to change your password before you can proceed.
Once logged in, you will see the following screen. From here, you will have access to the Launchpad for access to Banner Self-Service, E-Mail, Blackboard, and Atomic Learning.

To access your Calhoun e-mail, click on the Email icon in the Launchpad, you will then be taken to your Outlook mailbox.

In order to access Blackboard, click on the Blackboard icon in the Launchpad, the first time you select Blackboard, you will be asked to enter your username and password. Your user name is your “C” number and your initial password is your six-digit date of birth. The only time you will be asked to enter this information is the first time you log in. The next time, you will automatically be taken to Blackboard.
The following screen is what a typical Blackboard page will look like. If you are a Faculty member, your course will be here as well.

NOTE: You will still be able to access Blackboard outside of the portal.
Self-Service Banner
To access Self-Service Banner, simply click on the Self-Service Banner icon in the Launchpad. Once inside Self-Service Banner, your screen will look something like this.

At a minimum, you will have a tab for Personal Information and Faculty Services. If you were ever a student at Calhoun, my may also have a Student tab.
How to Enter Attendance in Self-Service Banner

Attendance should be taken at every class meeting and tracked in the instructor’s grade book or by another method of the instructor’s choosing.

In Banner, attendance will be entered electronically on the first date that a student is present during the first week of classes. To begin, log into MyCalhoun and enter the Faculty Services tab. Once there, click on the **Final Grades** tab.

Next, choose the current semester and click Submit.

Next, choose the class that you are ready to enter attendance for from the drop down list of assigned classes and press Submit.
The class roster will be shown. Only enter attendance for those students who are present at the first class meeting. If a student is not present at the first class meeting, you will enter the first date of attendance when the student attends the class for the first time.

The only information that needs to be entered is the first date of attendance. Do not enter anything in the Attend Hours block.
Once you have entered attendance for all students present on the first day of class, press Submit.

Banner will time out after 90 minutes so remember to submit often so as not to lose any data. Continue the steps above to enter attendance for each class assigned on the first class meeting. Follow up at the next class meeting with the students who may not have been present and enter the first date of attendance at that time.
How to Enter Final Grades in Self-Service Banner

The steps to enter final grades are as follows:

Go to: www.calhoun.edu
Click on MyCalhoun under Quick Links
Click on Enter MyCalhoun
Log in using your “C” number and pin
Select **Banner Self-Service** from the menu to the left
Select the **Faculty Services** tab.

From the **Faculty Services** menu, select the **Final Grades** tab.

You will be asked to select a term.
Select the appropriate term and a drop down list will be retrieved for all the courses that you are listed as the primary instructor. Grades can only be entered by the primary instructor.

Once you have selected a class, a worksheet will appear where grades will be entered. Select a final grade from the Grade drop down list for each student.

Any student who receives an “F” and never attended will need to have a date of attendance entered.

If the student received an “F” and never attended the class, please use the first day of class as the last attendance date.

If the student withdrew, Banner automatically updates the attendance field with the withdrawal date.

Do not enter a last date of attendance for students with grades of A, B, C, D, I, or IP.

Once grades have been entered on the first sheet, click “Submit”. Please remember to submit often so the system doesn’t time out and the entry is lost.
NOTE: Please remember to submit often. Banner will timeout after approximately 90 minutes with no activity. If you are timed out, all information will be lost from the last time you submitted.

Faculty can continue to enter and change final grades until they have been rolled to academic history. If you need to change a grade after the grades have been rolled to history, you must contact the Admissions Office.
Reporting Student Learning Outcomes on Blackboard

There are two ways to report student learning outcomes on Blackboard. The first method (likely the one used by most people) uses a column in the Grade Center. The second method directly aligns test questions (or rubrics) to an outcome. This method works if you make an assignment AND grade it on Blackboard and/or use Blackboard for testing. If you grade an assignment outside of Blackboard, then you will need to report outcome results by creating a column in the Grade Center.

Reporting Outcomes in the Grade Center

You will report SLO results in the Grade Center if you have graded a SLO assessment outside of Blackboard. For example, if the assessment was a question (or set of questions) on an exam, you will need to keep a roster of your students and their scores on the assessments and then enter the data into a Grade Center column created specifically for this purpose. This can be as simple as giving a “1” for a correct answer (or each correct answer in a set) and a “0” for incorrect. Alternatively, it can be an actual score on a graded assignment if the assessment counts as an independent grade in your course.

1. Collect your data/scores on the SLO for each student in the class.

2. Go to the Grade Center in Blackboard and create a new column:
Note when creating the column, it’s important to choose the proper Grade Center settings. If you are simply reporting data, and the scores are not part of the point total in your class (perhaps the question was already graded and included on an exam score), then be sure to choose not to include the column in Grade Center calculations. Also, in that case you probably don’t want to show the column to students. If the scores you’re entering count as part of your point total, then choose “Yes.”
3. Now align your new column to the appropriate SLO. Find the new column in the Grade Center, click the action button next to the column name, and then click “View and Add Alignments.”

4. When the next window appears, click “Add Alignments.”
5. On the next screen, you should see a listing of institutional SLO’s. Check the box next to the appropriate SLO you are reporting and hit Submit.

6. You should now see the next box, which indicates the alignment for your Grade Center column. The red X allows you to delete the alignment if you messed up and need to change it. The slash mark indicates whether the alignment is visible to students.

7. Now you can go back to your new Grade Center column and add scores for each student. The red slash mark next to the column title means the scores will not be visible to students.
8. Once the scores are entered, the data automatically funnels upward, and you're done!

Aligning an Exam Question to a SLO

If you test on Blackboard, you may be able to include a SLO assessment on an exam. If so, you can simply align the exam question to the institutional SLO, and all reporting up the chain happens automatically with no need to create a separate Grade Center column.

1. Open your exam on Blackboard, find your SLO question, click the action button next to the question title, and click “Add Alignments.”
2. On the next screen, check the box next to the appropriate Institutional SLO and click Submit.

![Image of Discover Goals]

3. You should now see the alignment underneath the question on your exam. As with the Grade Center, the red X can be clicked to remove the alignment, and clicking the slash symbol allows you to choose whether to show students the alignment.

![Image of Multiple Choice: NEW CT SLO - Q1: Which of the following is true regarding...]

4. **PRO-TIP:** If you use question pools or sets for your exams, be sure to include any SLO assessments as separate, individual questions to ensure that all students receive them when testing. In other words, don’t put a SLO assessment in a Pool or Question Set.

5. Once a question on an exam is aligned, you don’t have to do anything else. The data will be reported up the chain as students take the test, so you won’t need to create a separate Grade Center column to report the results.

**Aligning a Whole Assignment on Blackboard to a SLO**

In some cases (such as an essay), a whole assignment may be a SLO assessment. In this case, you can make the assignment on Blackboard and align it to the appropriate SLO.

1. Create your assignment as you normally would.
2. Find the column for your assignment in the Grade Center.
3. Align the column to the appropriate SLO by following the instructions in the first section of this document.

Aligning a Rubric to a SLO

If you are scoring a SLO assessment with a rubric, the rubric (or even individual parts of a rubric) can also be aligned to an outcome. As in the other cases, the data will report upward, so you won’t need to create a new Grade Center column for entering results.

1. To align a whole rubric score to a SLO, open the Rubrics tool, find the title for your rubric, click the action button next to the title, and choose Add Alignments. Follow previous instructions for aligning to a SLO.

2. To align part of a rubric to a SLO, open the rubric. Click the action button next to the row you want to align to a SLO and choose Add Alignments. Follow previous instructions for adding the alignment. This will be useful if only part of a rubric score pertains to a SLO. You can also align different SLO’s to separate rows in the rubric.
### Levels of Achievement

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Not Demonstrated or Minimal</th>
<th>Novice</th>
<th>Basic</th>
</tr>
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<tbody>
<tr>
<td>Content</td>
<td>0%</td>
<td>25%</td>
<td>50%</td>
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<tr>
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<td></td>
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</tr>
<tr>
<td>Professionalism</td>
<td>0%</td>
<td>50%</td>
<td></td>
</tr>
<tr>
<td>Weight</td>
<td>20.00%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Not Demonstrated or Minimal**: You made an attempt to respond, but your answer demonstrated a limited understanding of the concepts.
- **Novice**: Your response demonstrated some understanding of the subject, but incorrect information was included and/or you failed to explain some of the concepts.
- **Basic**: You wrote in complete sentences, but your response contained several grammatical or spelling errors.
Student Reinstatement Process

- Students deleted from one or more classes for non-payment of tuition and fees or for non-attendance, must follow the procedure outlined below to be considered for reinstatement. **Note:** Instructors are not required to readmit students who have not attended or have not met the required number of days present in the class.

- If a student feels that an error has occurred, he or she may contact the appropriate office below for assistance before proceeding with the reinstatement process:
  - Veterans: 256-890-4790 or 256-306-2543
  - WIA/TRA: 256-306-2549
  - Scholarship/PACT: 256-306-2540
  - Financial Aid: 256-306-2628
  - Loans: 256-306-2980
  - Nelnet Payment Plan: 256-306-2682

- A student seeking reinstatement must complete the *Student Reinstatement Form* attached to the email notification of deletion that is sent to his or her Calhoun email address. It is the student’s responsibility to check his or her Calhoun email account for all correspondence from the college.
  - Student email notifications will include specific instructions on the reinstatement process as it applies to both in-class courses and distance learning courses.
  - Students receiving financial aid must have approval from a Financial Aid representative, in addition to approval from the instructor of each deleted course before being reinstated.

- Students are required to have the completed *Student Reinstatement Form* submitted to Admissions and Records by the reinstatement deadline in order to be processed.

- Upon receipt of the completed *Student Reinstatement Form*, Admissions and Records will reinstate the student and send notification of the reinstatement to the student’s Calhoun email address. Students should pay any balance immediately upon notification of reinstatement to prevent future deletion.
Deletion for Financial Aid Non-Attendance:

Dear %%%ArgosData.FullName%%:

As of the date of this email, one or more of your Summer2017 classes at Calhoun Community College have been deleted for financial aid non-attendance.

If you feel an error has occurred, please contact the appropriate office listed below for assistance:

Veterans: 256-890-4790 / 256-306-2543
WIA/TRA: 256-306-2549
Scholarship/PACT: 256-306-2540
Financial Aid: 256-306-2628
Loans: 256-306-2980
Nelnet Payment Plan: 256-306-2682

Once resolved, you may continue with the following reinstatement process for courses taken on any of Calhoun’s campuses:

Complete the reinstatement form found by following this link: http://calhoun.edu/Content/Uploads/calhouninnovate.edu/files/Calhoun Reinstatement Form.pdf. It is also available in the Admissions Office on either campus. The faculty member for each deleted class must verify your attendance and sign the form. If you received financial aid for your Summer 2017 class(es), a Financial Aid representative must verify that funds are available by signing the form as well.

Once the reinstatement form is complete with confirmation of attendance and the appropriate signatures from your instructors and financial aid, you may submit the reinstatement form to the Admissions Office on either the Decatur Campus or Huntsville Campus for reinstatement.

If you were deleted from an online course, please follow the steps below for reinstatement:

Print and email the attached reinstatement form to each of your instructor(s) via your Calhoun email address. Be sure to complete the top portion before emailing. A directory of faculty email addresses may be found here for your convenience. If your instructor is not listed, please email the departmental secretary for the instructor’s contact information.

Once the instructor has completed his or her part of the form, it will be emailed back to you. If you are on financial aid, you must also request approval from the Financial Aid Office before being reinstated. You may include the approval email from Financial Aid with your completed scanned reinstatement form to admissions@calhoun.edu. You will be notified through your Calhoun email once the reinstatement is complete.

The deadline for reinstatement is Thursday, June 8, 2017, at 12:00 noon.

Sincerely,

Calhoun Community College
**Deletion for Non-Payment:**

Dear %%(ArgosData.FullName)%%:

As of the date of this email, your *Summer 2017* classes at Calhoun Community College have been deleted for nonpayment of tuition and fees.

If you feel an error has occurred, please contact the appropriate office listed below for assistance:

Veterans: 256-890-4790 / 256-306-2543
WIA/TRA: 256-306-2549
Scholarship/PACT: 256-306-2540
Financial Aid: 256-306-2628
Loans: 256-306-2980
Nelnet Payment Plan: 256-306-2682

Once resolved, you may continue with the following reinstatement process:

Complete the reinstatement form found by following this link: [http://calhoun.edu/Content/Uploads/calhouninnovate.edu/files/Calhoun Reinstatement Form.pdf](http://calhoun.edu/Content/Uploads/calhouninnovate.edu/files/Calhoun Reinstatement Form.pdf). It is also available in the Admissions Office on either campus. The faculty member for each deleted class must verify your attendance and sign the form. If you received financial aid for your *Summer 2017* class(es), a Financial Aid representative must verify that funds are available by signing the form as well.

Once the reinstatement form is complete with confirmation of attendance and the appropriate signatures from your instructors (and financial aid if applicable), you may submit the reinstatement form to the Admissions Office on either the Decatur Campus or Huntsville Campus for reinstatement.

If you were deleted from an online course, please follow the steps below for reinstatement:

Print and email the attached reinstatement form to each of your instructor(s) via your Calhoun email address. Be sure to complete the top portion before emailing. A directory of faculty email addresses may be found [here](#) for your convenience. If your instructor is not listed, please email the departmental secretary for the instructor’s contact information.

Once the instructor has completed his or her part of the form, it will be emailed back to you. If you are on financial aid, you must also request approval from the Financial Aid Office before being reinstated. You may include the approval email from Financial Aid with your completed scanned reinstatement form to admissions@calhoun.edu. You will be notified through your Calhoun email once the reinstatement is complete.

The deadline to have a course reinstated is *Thursday, June 8, 2017*, at 12:00 noon.

Sincerely,

Calhoun Community College
Distance Learning at Calhoun

Distance Learning (DL) at Calhoun is growing to meet student demand. Calhoun faculty and staff have varying degrees of experience with DL. Many of you have taught DL courses for years while others of you have just begun. Some of you may even have taken a DL course while others of you have never seen what one looks like. Such a variety of experience certainly enriches us all. Perhaps, then, the following definitions will help. Learn more about Calhoun’s DL program by visiting the Distance Learning page on Calhoun’s main Website and/or contacting Distance Learning at dlservices@calhoun.edu or 256-306-2998.

**Synchronous Learning**: This learning occurs when a group is learning at the same time in the same place. Traditional face-to-face classes and live online chats are examples of synchronous learning.

**Asynchronous Learning**: This learning occurs when a group is learning at different times and in different places. An online discussion forum is an example of asynchronous learning.

**Traditional course**: Calhoun defines a traditional course as one in which students and instructor meet and interact in a physical classroom at specific days and times. Traditional courses are also referred to as “on-ground” or “face-to-face” courses.

**Online or Web course**: Calhoun defines an online or Web course as one in which instruction is delivered entirely online through a Learning Management System (LMS) such as Blackboard; online courses are designated with a ‘W’ in the schedule. In an online course, all instruction is conducted online. Instructors teaching online courses may require proctored tests that students can take at a pre-approved testing location, but students are not required to come to campus for lecture.

**Hybrid course**: Calhoun defines a hybrid course as one in which at least 50% of instruction is delivered in a structured alternative delivery format including, but not limited to, the Internet and/or other off-campus formats. Calhoun identifies a hybrid course with an “H” in the course schedule. Most hybrid courses meet face-to-face one day a week and have the equivalent of one 75 min class online each week.

**Distance Learning (DL)**: Distance learning focuses on utilizing technology and appropriate teaching methods to provide instruction to students outside the regular classroom and thereby increase flexibility and scheduling options. Both online and hybrid courses are considered DL courses at Calhoun.

**TechSmith Relay**: TechSmith Relay is an audio/video capture platform that can be used to record videos for playback by students in Blackboard. TechSmith Relay is used in both DL and traditional courses. Video tutorials for using TechSmith Relay can be found in the Instructor Resource Center of Blackboard.

**Learning Management System**: A Learning Management System (LMS) is an Internet-based platform that allows you to create, deliver, facilitate, and track learning online. The LMS functionality includes assignment drop-boxes, quizzes, discussion groups, grading, and course content tools that allow you to upload files or link to multimedia resources.

**Blackboard**: Blackboard Learn (Bb) is Calhoun’s learning management system. In addition to using Bb for DL courses, Calhoun encourages all instructors to use Bb as a management/support tool for traditional courses. Instructors are provided with Bb “shells” for every course they teach. If you are not familiar with how to use Bb, on-campus training sessions are scheduled each semester or you may
complete the Bb training online. You may contact Distance Learning at dlservices@calhoun.edu or 256-306-2998 for additional information on Bb training.

**Can anyone teach a distance learning course for Calhoun?** At present, that decision lies with the division deans; however, Calhoun has a DL Certification program that is required for all instructors who teach distance learning courses. If you are interested in teaching a DL course, contact your Department Chair.

**How are Calhoun’s DL courses developed?** Usually, DL courses are developed by fulltime instructors either individually or in teams. Calhoun has a process for requesting permission to develop a DL course. Anyone interested should contact his/her division dean or department chair for more information. All DL courses must include an active Bb shell and meet minimum standards as defined by the Quality Matters Rubric, which can be found in the Instructor Resource Center in Blackboard.

**Who do I call for help if I have a problem with Blackboard or TechSmith Relay?** For technical problems, call the IT Help Desk at 256-306-2700 or email blackboard@calhoun.edu. For course design, facilitation information, or other distance learning assistance, you may contact Distance Learning at dlservices@calhoun.edu or 256-306-2998.

**What if I want to use Bb as a management tool for a traditional class? What Bb tools should I use?** You should consider sharing your syllabus, course schedule, handouts, and lecture notes. You can also use Bb’s tools for quizzes, assignments, links to Websites, multimedia, discussion forums, or the gradebook. While there are many possibilities for enhancing students’ learning experience by adding technology to traditional courses, Bb is also a good backup if you cannot meet your class due to illness or emergency so let students know they should go to Bb for their assignment if you are absent.
FERPA Information

What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

What is an education record?
Education records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, student course schedules, student financial information (at the postsecondary level), and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. Source: 34 CFR § 99.2 "Education Records" and "Record".

Does FERPA apply to Dual Enrollment students even though they haven’t yet graduated from high school or may be under the age of 18?
Yes.

May an educational agency or institution disclose directory information without prior written consent?
Education records that have been appropriately designated as "directory information" by the educational agency or institution may be disclosed without prior consent. See 34 CFR §§ 99.31(a)(11) and 99.37. FERPA defines directory information as information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. 34 CFR § 99.3.

FERPA provides that a school may disclose directory information if it has given public notice of the types of information which it has designated as "directory information," the parent or eligible student’s right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." 34 CFR § 99.37(a). A school is not required to inform former students or the parents of former students regarding directory information or to honor their request that directory information not be disclosed without consent. 34 CFR § 99.37(b). However, if a parent or eligible student, within the specified time period during the student's last opportunity as a student in attendance, requested that directory information not be disclosed, the school must honor that request until otherwise notified.
What is considered directory information at Calhoun Community College? (See page 18 of the 2017-2018 catalog)
Name
Address
Telephone listing
E-mail address
Date and place of birth
Major or field of study
Dates of attendance
Enrollment status
Class standing
Degrees, honors, and awards received
Most recent educational agency or institution attended

Is it permissible to release GPA to honors organizations without consent?
No. FERPA does not generally permit a school to disclose a student’s GPA without the eligible student’s consent.

Can instructors use online tools or applications as a part of their courses without violating FERPA policy?
As long as using the application would not require disclosing more than directory information and none of the students have opted out of directory information, it would not be a violation of FERPA.

A student has opted out of directory information and wants to be anonymous on an online course. Is the institution required to allow the student to take the course anonymously?
No. Under FERPA, a student may not use his or her right to opt out of directory information disclosures to prevent school officials from identifying the student by name or disclosing the student’s electronic identifier or institutional e-mail address in class.

May an educational agency or institution disclose personally identifiable information from students education records in order to address a disaster or other health or safety emergency?
Under FERPA, school officials may disclose, without consent, personally identifiable information from students’ education records to appropriate parties (typically law enforcement officials, public health officials, trained medical personnel, and parents) in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of the student other individuals.

Who is a “school official” under FERPA?
A “school official” includes a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions may also be considered a “school official” provided that they
are performing an institutional service or function for which the agency would otherwise use employees and is under the direct control of the agency or institution with respect to the use and maintenance of education records. See 34 CFR § 99.31(a)(1)(i)(B).

Under FERPA, may an educational agency or institution disclose education records to any of its employees without consent?
No. FERPA permits an educational agency or institution to disclose, without consent, personally identifiable information from students’ education records only to school officials within the educational agency or institution that the educational agency or institution has determined to have legitimate educational interests in the information. 34 CFR § 99.31(a)(1). Generally, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A parent contacts an instructor and states that there is a FERPA waiver release form on file for his or her student, therefore the instructor can disclose information to the parent. How is this confirmed?
The instructor should contact the Admissions and Records Office if there is question about a FERPA waiver release form being on file for the student. However, the presence of a FERPA release on file for the student does not remove the necessity of confirming the parent’s identity. When communicating with anyone other than the student, it is necessary for the instructor to confirm the identity of the person with whom he or she is communicating.

May an educational agency or institution disclose personally identifiable information from student education records to third parties for the purpose of conducting a study on its behalf?
FERPA contains an exception to its general consent rule under which an educational agency or institution may disclose personally identifiable information from education records without consent to organizations conducting studies for, or on its behalf. Studies must be only for the purpose of: developing, validating, or administering predictive tests; administering student aid programs; or improving instruction. A written agreement with the organization is required specifying the purposes of the study and the use and destruction of the information. 34 CFR § 99.31(a)(6)

Who do I contact if I have questions regarding FERPA compliance?
Cedric Arrington, Director of Admissions and College Registrar
cedric.arrington@calhoun.edu
256.306.2598

Additional Resources
http://familypolicy.ed.gov/
HELPING COLLEGE STUDENTS WITH DISABILITIES

Provisions of Section 504

Calhoun Community College, as a public institution of higher education which receives federal assistance, is legally bound to prohibit discrimination in the recruitment process, the admissions process, and the educational process of students with disabilities. Students with documented disabilities are entitled to receive approved academic adjustments and modifications that will enable them to participate in and have the opportunity to benefit from all educational programs and activities of Calhoun Community College.

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and/or the Americans with Disabilities Act Amendment of 2008, requires institutions to ensure that qualified individuals with disabilities are not subject to discrimination while attending college and completing their educational programs. Discrimination may include the absence of, or failure to, provide reasonable academic adjustments and modifications, auxiliary aids, and services.

It is the student’s responsibility to request ADA services and provide the appropriate required documentation.

Assisting Students with Disabilities

Faculty cannot lawfully require students with disabilities to identify themselves. Faculty can reach out to assist students who are struggling academically and may have a disability by:

1) Putting a statement in their course syllabi
2) Taking time to inform students about the services of the Office of Student Disability Services/ADA
3) Providing students with contact information for the Office of Student Disability Services/ADA
4) Meeting with student to discuss concerns

Responsibilities of Student

It is the responsibility of the student to identify himself/herself to the Office of Student Disability Services/ADA and to provide documentation of the disability.

The student will consult with the staff to determine specific academic adjustments and modifications that will be required while he/she is a student at Calhoun Community College. The student authorizes any notification of instructors of his/her required modifications and strategies. The student will be told of his/her responsibility to meet with his/her instructors at the beginning of each semester to discuss arrangements for academic adjustments and
modifications in each course.

Students with disabilities must maintain the same responsibility for their education as non-disabled students. This includes maintaining the same academic levels, maintaining appropriate behavior, and giving timely notification of any special needs.

**Responsibilities of Faculty**

It is the responsibility of the faculty to cooperate with Office of Student Disability Services/ADA personnel in providing authorized academic adjustments and modifications in a fair and timely manner for students with disabilities.

Faculty should meet as quickly as possible with students who provide a Memorandum of Academic Adjustments and Modifications. Students should initiate this meeting, but faculty may take the initiative when students are reluctant to self-advocate.

Faculty do not have the right to refuse to provide required academic adjustments and modifications, to question whether the disability exists when services have been authorized by the College, or to request to examine the student’s documentation. However, faculty members should have input and should arrange with students the means for providing academic adjustments and modifications in a particular class.

A student must be able to comprehend the course material and communicate that comprehension to the instructor. Academic adjustments and modifications give the student the opportunity to achieve that outcome, so long as the adjustments and modifications do not alter the fundamental nature of the course or program.

If a student requests that an instructor provide academic adjustments and modifications for a disability and the faculty member has had no official notification of the student’s need for services, the instructor should direct the student to the Office of Student Disability Services/ADA. If the disability is visible (use of wheelchair, hearing aids, service dog, etc.), and the requested service is obviously appropriate, the faculty member should provide the adjustment or modification while paperwork is being completed.

**CAMPUS RESOURCES**

**Section 504/ADA Coordinator**

The Director of the Office of Student Disability Services/ADA is the official Section 504/ADA Compliance Officer for Calhoun Community College. The Director is responsible for ensuring that the College complies with federal regulations; which require equal access to all programs and services of the College by otherwise qualified individuals with disabilities.

The Office of Student Disability Services/ADA is the official contact for students with disabilities who request services and/or adjustments or modifications to minimize the effects of their
disabilities. Students must voluntarily identify themselves and provide official documentation of disability in order to become eligible for needed aids or adaptations.

If documentation is inadequate, the student may be asked to provide additional information/evaluation. The staff of Office of Student Disability Services/ADA serve as advocates for individuals with disabilities and ensures that students have equal physical and programmatic access to all college programs and/or services.

**Examples of Accommodations**

- Extended time for exams/test proctoring
- Authorization to audio record a class
- Modifications in seating arrangements

**Adaptive Technology Aids**

Whenever possible, texts are obtained in Braille and digital formats from national lending libraries.

For classes and labs which utilize computers, print enlarging software and/or vocal output adaptations can make computers accessible for individuals with disabilities.

A Voyager XL Reading Machine is available in the Brewer Library, and a TMX machine is available in the Office of Disability Services/ADA. These machines will project print enlarged up to 65 times.

**Campus Contacts:**

If you have any questions, contact the Student Disability Services/ADA Office on either campus:

**Decatur**
(256) 306-2630
Jessica Baker
Ina Wilson Smith, Director

**Huntsville**
(256) 890-4756
Tammy Dean
Brewer Library, Decatur Campus
Huntsville Campus Library (HCL), Research Park Campus

**Mission:**
*We offer access to information and promote lifelong learning.*

**Calhoun Library Web Site**

**Adjunct Faculty**, from the Calhoun Library Web site you can:

- Access licensed full text online databases on campus and off campus. View **Databases by Subject** page: [http://lib.calhoun.edu/lib/dbsubject.html](http://lib.calhoun.edu/lib/dbsubject.html) **Username:** Your C Number; **Password:** the same as your MyCalhoun password.

- Create an individual account using your Calhoun email address [Example: abc12345@calhoun.edu](mailto:abc12345@calhoun.edu) to the Chronicle of Higher Education Online. Enjoy ‘domain access’ that permits you to download an iPad APP, access a mobile version of the Chronicle Online using a smartphone or other tablet, and access to the Chronicle Online from any computer anywhere in the world. No authentication is required if you log in with your individual Username (CCC email address) and Password.

- Access ProQuest Newspapers to subscribe to an RSS Feed of The Wall St. Journal daily issue [http://lib.calhoun.edu/lib/dbsubject.html](http://lib.calhoun.edu/lib/dbsubject.html)

- Access EBSCOhost licensed databases via a mobile device. Log In to EBSCOhost databases from this site to locate information about Mobile Apps: [http://lib.calhoun.edu/lib/dbsubject.html](http://lib.calhoun.edu/lib/dbsubject.html)

- Access the Online Resources guide and other guides created by librarians to promote specific content to students and faculty.

- Request library instruction for an English 101 class via email – reference@calhoun.edu.

- Access, checkout and download EBSCOhost eBooks and locate print books through the Library Catalog.

- Subscribe to an RSS Feed for the Library Blog. ([http://calhounlibraries.wordpress.com/](http://calhounlibraries.wordpress.com/))

- Subscribe to the RSS Feed to receive a list of new books added to Calhoun Libraries. See RSS Feed at bottom of the Library Web site.

- Locate hard-to-find books from among the 1.5 billion items held in 10,000 libraries around the world by searching WorldCat. Contact Circulation staff at circ@calhoun.edu to request the book via Interlibrary Loan.

- View Videos on how to search online databases and how to navigate the Calhoun Library Web site.
Library Faculty - Contact Information
James Loyd, Director of Library Services, 256-306-2784
Email: james.loyd@calhoun.edu

Huntsville Campus Library
256-890-4774

Gerald Jackson (Day)
256-306-4771
gerald.jackson@calhoun.edu

Holly Whitt (Mon/Wed 4 - 8 p.m.)
holly.whitt@calhoun.edu

Linda Lovette (Wed/Thurs 4 – 8 p.m.)
linda.lovette@calhoun.edu

For current Library information, log in to First Class and access the Library (small open book) under All Departments on your First Class Desktop.

All Calhoun employees, full time and adjunct, can access Library information at a convenient time. If you do not find a Library icon (small open book) on your Desktop, please contact the IT Help Desk.

Librarians welcome communication from you—the faculty. Comments and concerns may be emailed directly to a librarian or to reference@calhoun.edu where emails are read by all librarians, full time and adjunct.

A Feedback Form for reporting a problem, comment, complaint, or suggestion is located along the bottom of the Library Web site. We appreciate your feedback.

For Library News check the LIBRARY BLOG, Facebook, and/or Twitter accounts.

Librarians Communicate with Faculty via Outlook in Office 365

In response to the following comment

“Adjunct faculty needs more information made available to them (through e-mails and memos) to facilitate library use. Improved communication between library personnel and adjunct faculty will lead to improved student learning”…

--Comment from the spring 2010 Faculty Satisfaction with Library Services Survey Results, Brewer Library and Huntsville Campus Library librarians now email information explaining Library services and resources for students and faculty.

Brewer Library, Decatur Campus
256-306-2774

James Loyd, Director
256-306-2784
james.loyd@calhoun.edu

Brenda Parris (Day)
256-306-2778
brenda.parris@calhoun.edu

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Schedule the MultiMedia Room (MMR) for groups/classes:

- Library Instruction and Research (English Classes)
- ORI 101 classes, including TILT (The Information Literacy Tutorial) Instruction
- Occasional instructional classes when Internet/Office 2013 is required
- Orientation Sessions for classes
- Banner Training/Blackboard Training/SPACE/First Class training
- DL and Instructional Technology Workshops

The MMR is equipped with:

- Instructor PC Workstation/LCD/Large Screen
- 32 Student Virtual Workstations with Pharos Networked Printing
- Workstations with MS Office 2013
- Polycom (conference calling)

Scheduling the MMR: To schedule the MMR for library instruction for English 101 classes, please call a librarian at 256-890-4777 or email reference@calhoun.edu. A librarian is available for day and evening classes to offer instruction in accessing library resources for the English 101 research paper. Please schedule the class at least one week in advance.

To schedule the MMR for purposes that do not require a librarian, please contact the Library Front desk staff at 256-890-4774 or email circ@calhoun.edu. Circulation staff maintains the Schedule Book on a first come, first served basis for full time and adjunct faculty, staff, and administration. ORI 101 classes are encouraged to schedule the MMR.

When not reserved for a class or a group, MMR virtual workstations are available to students.

HOURS

Monday – Thursday 7:45 a.m. – 8:00 p.m.
Friday - 8:00 a.m. – 11:45 a.m.
CALHOUN COMMUNITY COLLEGE TESTING CENTERS

Decatur Campus
Adult Ed. & Testing Center (Bldg. 9) Room 107a
Hours:
Monday – Thursday – 8 am – 7 pm
Friday – 8 am – 11 am
Contact Number: 256-306-2522

Huntsville Campus
Sparkman Building (Bldg. 1) Room 122
Hours:
Monday – Thursday – 8 am – 7 pm
Friday – 8 am – 11 am
Contact Number: 256-890-4792

No one may be admitted and no test started one hour before closing

Testing Center Services
Testing Centers are for the administration of academic tests. Therefore, no supplemental labs, quizzes, practice tests, tutoring, or academic study guides will be available in the Testing Center.

The Testing Center provides the following services free of charge to Calhoun students:
- Proctored exams for distance learning courses
- Make-up exams

All tests will be collected at the end of the time limit allowed by the course instructor and at closing time, and no tests will be started one hour prior to the closing of the center.

To watch an orientation video, go to https://youtu.be/ujaFc_DaV2A

Testing Center Service Changes – Effective Fall 2017
In accordance to the Envisioning Calhoun document and the Calhoun Community College Strategic Planning committee meeting on June 22 & 23, 2017, “The Testing Center would continue to provide faculty assigned testing for all online students and make-up exams, but all faculty assigned testing, not part of an online course, would be resumed by the faulty teaching the face-to-face courses.”

Faculty who teach face-to-face courses should contact the division secretary to schedule a lab for academic testing. Any exceptions to this policy should be directed to the Dean. Faculty who teach online courses are encouraged to use Respondus. Respondus is a home/online proctor tool that is sued by Distance Learning.

Staff in the Testing Centers will only administer/proctor online course exams and make-up exams. All proctored online tests are free of charge to Calhoun students. All online tests will end at the time limit allowed by the course instructor and/or at closing time. No online tests will be administered/proctored one hour prior to closing of the center. No supplemental labs, quizzes, practice tests, or tutoring will be available in the Testing Centers.

Other Information
- Special Accommodations: Students seeking special accommodations should contact the ADA Office at 256-306-2635 (Decatur) or 256-890-4720 (Huntsville).
- Proctoring: Testing staff visually monitor all testing situations. Any unusual circumstances are reported to the respective instructors and/or the Dean of Student Affairs.
Testing Center Faculty Guidelines

In order to ensure test integrity and adequate space for testing, the following guidelines have been established:

- Contact a campus Testing Center staff member (actcenter@calhoun.edu or hsvtesting@calhoun.edu) to receive an orientation to center services before initial use of the Testing Center.
- Please visit the personnel web page and print a copy of the Testing Center Student Guidelines and distribute to all students prior to testing.
- Retests and make-up tests are at the discretion of the instructor who should submit instructions on the appropriate form.
- Students may not test and retest on the same day. Instructors must submit a Retest/Make-Up Test Request Form along with the alternate test.
- Test proctors may give a 15-minute warning prior to closing of the center.
- Please make arrangements with the Disability Services Coordinator/ADA for students requiring individual assistance or special testing needs.
- For security reasons, Testing Center policy does not allow tests to be taken out of the Testing Center for student use; therefore, tests cannot be administered if the required individual assistance or special needs cannot be accommodated in the Testing Center.
- Test Center transmittals for online test must be submitted to the Testing Center at least three working days before students are expected to take the test. Only instructors may submit tests.
- Computer-based testing must be set up by the instructor in advance of the exam. If students need an orientation to computer-based testing, it must be arranged by the instructor.
- A Transmittal Form must accompany each test. Tests may be returned to the instructor if submitted without the Transmittal Form.
- Students must present a valid photo ID for admission into the Testing Center.
- Students are allowed only those supplemental materials listed by the instructor on the Transmittal Form. All other items (pagers, smart watches, cell phones, laptops, book bags, briefcases, food/tobacco items, calculators, pencil cases, children, other adults, etc.) are considered unauthorized and will not be permitted in the testing area.
- The Testing Center will proctor exams according to the instructor’s guidelines; however, our proctors will not be responsible for collecting and distributing additional class work (i.e. study guides, etc.).
- The following scholastic dishonesty procedures will be followed for students suspected of and/or caught cheating (including the use of unauthorized materials):
  - The incident will be reported to the Testing and Assessment Center Director
  - An incident form will be forwarded to the student’s instructor and the Dean of Student Services
  - A determination as to whether scholastic dishonesty has occurred and a notice of final ruling and disposition will be issued, according to Student Discipline procedures.

PLEASE NOTE: If we will be administering a test for an instructor who will be out of town or otherwise unavailable, please provide contact information where you, or a designee, may be reached in the event of questions and/or concerns.
Testing Center Student Guidelines

At Calhoun Community College, we have attempted to take the anxiety out of testing and create a comfortable environment. As a partner in this, we need for you to adhere to the following guidelines and procedures:

- You must present a government issued photo ID. This may include a current driver’s license, Calhoun student ID, current alien registration, passport, or military ID. Other forms of identification may be required. You will not be allowed to take a test without proper identification.
- All students at the beginning of the exam, computer or paper-based, must log in to the Testing Center kiosk in order to utilize the college’s testing services.
- No food, drink, or tobacco products are allowed.
- No children or unauthorized adults are allowed.
- All tests will be collected at the end of the time limit designated by the instructor, and at closing time, and no tests will be administered one hour prior to the closing of the center.
- Mobile phones, smart watches, and other electronic devices are not allowed into the Testing Center and must be placed in the designated area. You may wish to leave these items in your vehicle. The Testing Center is not responsible for personal items.
- No calculators or PDAs, unless permitted by the instructor on the transmittal form, are allowed.
- All personal belongings to include purses, backpacks, coats, and hats will not be allowed at the testing station. Students may leave these items in the area designated by the Test Proctor, or may choose to leave them in their vehicle.
- No headphones are allowed unless issued by the Testing Center.
- Students may be subject to video recording during exams to protect the identity of the test taker should any questions arise.
- No breaks will be allowed during the administration of a test. Once a test begins, you may not leave the room unless you have requested special accommodations.
- Only one test will be administered at a time.
- No scratch paper will be allowed to leave the Testing Center. Scratch paper must be turned in with the test. Scratch paper will be provided by the Testing Center.
- Scantron forms will not be provided by the Testing Center. They are available for purchase at the campus bookstore and select vending machines.
- The Testing Center is a fragrance-free environment. Please be considerate of other test takers.
- Academic dishonesty will not be tolerated. All cases of academic dishonesty will be referred to the Dean of Student Affairs. Calhoun Community College considers the following to be academic dishonesty:
  - Copying work from others during an examination
  - Allowing someone else to copy your work during an examination
  - Taking an examination from another
  - Allowing another person to take an exam for you
  - Obtaining a test and/or answers to a test for distribution to others
  - Using unauthorized materials during an examination
  - Attempting to access websites or resource materials for the course

Please refer to the Student Code of Conduct section of the Student Handbook for disciplinary actions.
Before taking a test, you will need:

- Calhoun Portal or Blackboard credentials for online exams
- Course name and section number (example: BIO 103 W01)
- Instructor name, test number, and any materials authorized by your instructor

The Testing Center on both campuses operates on a “first come, first served” basis. The Testing Centers have a limited number of testing stations so students will be directed to the first available testing station. If a student leaves, he or she forfeits their spot in line. The Testing Center hours of operation are Monday – Thursday from 8:00 am to 7:00 pm, and Friday from 8:00 am to 11:00 am. No one will be admitted and/or no test will be started one hour prior to closing. Hours may vary during holidays, so it is recommended that each student check the schedule in advance for current hours of operation. You may contact the Testing Center at 256-306-2522 (Decatur Campus) and 256-890-4792 (Huntsville Campus).